Thomson Gale Databases - PowerSearch Platform

CHOOSE THE DATABASE

The following databases are available in this interface. Choose the one that best matches your need or select a combination of databases to cross search.

- Custom Newspapers
- Expanded Academic ASAP
- General Reference Center
- Health Reference Center-Academic
- InfoTrac OneFile
- LegalTrac

See the *Database Descriptions* document on the DISCUS "Training" page.

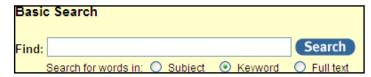


CHOOSE A SEARCH TYPE

From the menu below the Thomson Gale PowerSearch "blue" banner.



- **Basic Search**: offers a straightforward way to search featuring a single search box, the choice of selecting from the most widely used search options, and the optional ability to add search limiters. Is ideal when keywords and phrases are too specific to be found in the subject guide. **There are three Basic Search options:**
 - Basic Search by Subject: Use to search for topics such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc.



- **Basic Search by Keyword**: Lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms.
- **Basic Search by Full Text**: Looks for any word or words within the entire text of all documents in the database(s) you are searching, as well as in the fields of information included in the Keyword search.
- **Subject Guide Search**: Browse listings of subjects, people, products, locations and organizations then select a term and see a list of citations, or navigate through the Subject Guide by selecting subdivision and related subjects links.
- Publication Search: Use to browse & view the contents of a specific publication.
- Advanced Search: Select an index and combine search terms and limits for the most precise searches.



CONDUCT THE SEARCH

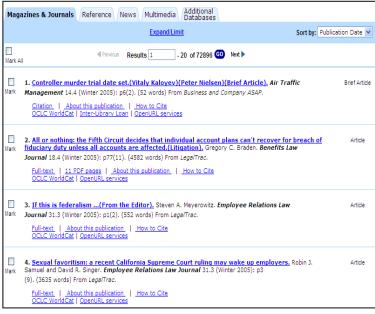
- 1. Type the search terms in the entry box.
- For more specific results, limit the search by adding the publication date, publication title, or other limiters.
- 3. Click on the Search button.

DISCUS - South Carolina's Virtual Library South Carolina State Library, rev. 12/2005

VIEW THE RESULTS

- A Subject Guide Search lists all subjects in which the words you searched for occur and the number of search results found for each.
- Relevance, keyword, and advanced searches yield a **Citation** list that matches the search terms (see below).





VIEW AN ITEM

- Whenever your search examines at least two content areas, you will see tabs that group your results into similar types of documents. Click a tab name to see its results. Tabs with no results are "grayed out" and will not work.
- Click on the article title to view it.

or:

 Click on a choice below the citation. Available choices may include:
Full-text, Text with Graphics,
Citation, PDF Pages, or Abstract.

NOTE: The article text is not included for all items. Check your library's holdings or ask your librarian for assistance in obtaining the text of articles not included within the database.

SAVE, PRINT, or E-MAIL ITEMS

- To Save an item to view later in your search session: Click in the Mark box to the left of the article title.
- To View your list of saved items: Click on the Marked Items hyperlink at the top of the screen.
- To **Print** an item: Click on the **Print** icon at the top of the screen.
- To E-mail an item: Click on the E-mail icon at the top of the screen. Enter the email address, subject line & message (if desired), sender's e-mail address in the Email Delivery box.
- To **Download** an item as a file to be saved on your computer or to diskette: Click the Download icon on the toolbar.



InfoMarks: Saving Page Locations



An **InfoMark** (a blue ball with a yellow "i") at the top of any page within the Thomson Gale databases indicates that the URL of the page *persists* even when the database session is over. These *persistent URLs* can be bookmarked for future reference, sent via email messages, or linked from web pages, electronic documents or similar applications. To utilize this capability, simply click on the **InfoMark hyperlink** at the top of the webpage you are viewing.

Links to Articles

One use for InfoMarks is to create a "live" reference or hot-link directly to a specific article.

> To create a link to an article, save the URL of the article page.

Predefined Searches

Another common use for InfoMarks is to create a *predefined search*. Any combination of searching and limiting that produces citations can be saved. A predefined search could be as narrow as a specific search, or as broad as, for example, all articles from a particular journal. Each time the saved link is selected, the search is run anew, so the results are always fresh.

> To create a predefined search, save the URL of the citation list page.

Similarly, you can create a predefined "browse" that can be re-executed on demand, with updated article counts.

> To create a predefined browse operation, save the URL of the browse list page.

Search Setup

You may wish to make a shortcut that links directly to the search entry box for a certain type of search within a specified database.

> To create a predefined search setup shortcut, save the URL of the search page.

Reading Lists

You can even create a "virtual reading list" of specified articles that you have selected from a database using the mark list feature. This type of InfoMark link provides a shortcut back to a list of marked citations. From there, each article is only a click away.

> To create a reading list: perform a search; mark the desired citations; view the marked items list; then save the URL of the *Marked Items* webpage.

Notes

InfoMarks should be reasonably stable; however, they should be verified from time to time to insure that they are still functional. This is needed because the full-text rights of the Thomson Gale databases are subject to change over time due to licensing agreements with publishers.

Using an InfoMark also starts a Thomson Gale database session. Thus the user has full access to all of the databases included on your library's common menu!

Important: Anyone who uses a saved URL must have access to the database from which the URL came. Users who have access to Thomson Gale databases but not the database from which the URL came will see the following message:

This InfoMark specifies a database that is not on your current subscription list.

* InfoMarks are available in all of the DISCUS-provided Thomson Gale databases except for What Do I Read Next?